KENTUCKY MIGRANT EDUCATION PROGRAM

MIS2000 WEB APP GUIDEBOOK

MARCH 2015

KENTUCKY DEPARTMENT OF EDUCATION

Quick Reference

Please note: The screen shots used in this Guidebook were taken from a scrambled demonstration site. No actual student information was shared during the production of this Guidebook.
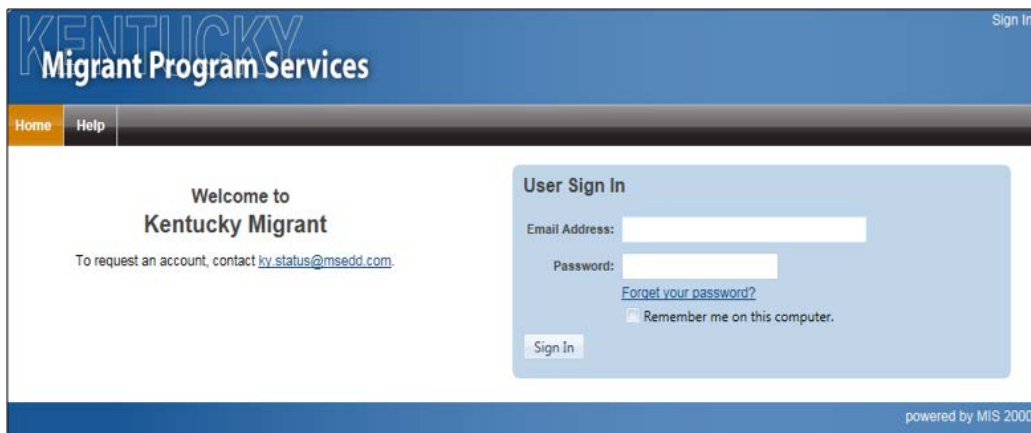
Demonstration Site: https://test.msedd.com/KY/Framework/Login.aspx

Photo of children on the cover by Amy Wallot

How Do I Access the Web App?
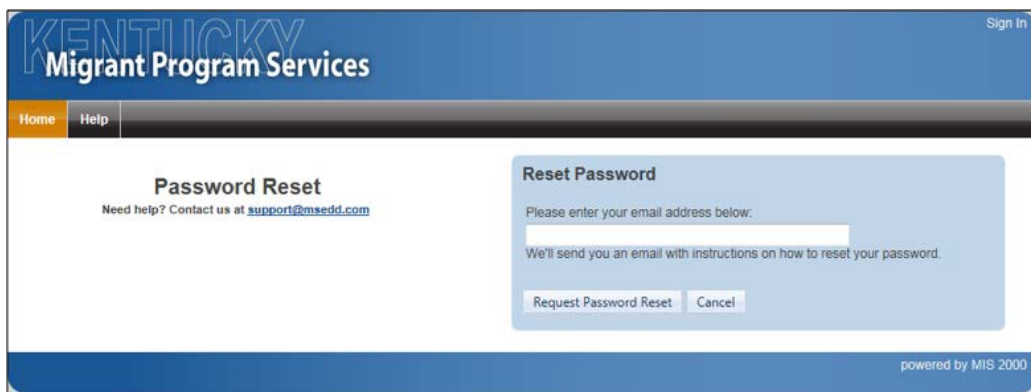
Using an internet browser, access the following link:
https://ky.msedd.com/Framework/Login.aspx?ReturnUrl=%2fFramework%2fUsers.aspx

Once accessed, save the link as a Favorite or a Bookmark within you internet system.

Once the Kentucky Migrant Program Service homepage opens, sign in using your school email (or other email, if requested).

a. If this is your first time signing in to the application, you will ask to use the temporary password sent to you. Once logged in, you will have the opportunity to change that password.

b. If you have signed in previously and forgotten your password hit the link Forget your password?. This will allow you to request that your password be reset. Be sure you enter the same email address that is used for this account.

How Do I Search for a Student?

Ensure that when you search for a student that the Students tab is selected (shown at arrow).

Type the student's name (last name first) into the search box. (e.g., Smith, John)
If the student does not appear, try these steps:

   a. Try unchecking active only
   b. Look for matches for all students (instead of my students).
   c. If the student is not found, contact your regional office to see if this student is
      currently enrolled in your district in the database (i.e., MIS2000).
   d. If still unable to locate student, contact Christina Benassi for further assistance.

Note: Active Only: A student is Active if he/she appears on a COE with a QADate within the past three years <u>OR</u> if he/she has an enrollment within the past twelve months. This definition may change to: A student is Active for a particular User if he has an enrollment within the past twelve months in an LEA visible to the User.

An Advanced Search can be conducted by clicking the blue ⊕ noted at the   . The Advanced Search allows you to locate student by the student's name, parent's name, birthdate, QAD, enroll date or COE date as shown below.

Note: To further assist in determining if you have the correct student, the triangles on the left side next to the student ID number (at the arrow) can be expanded to show the student's enrollment dates, grades, facilities and MSIX ID.
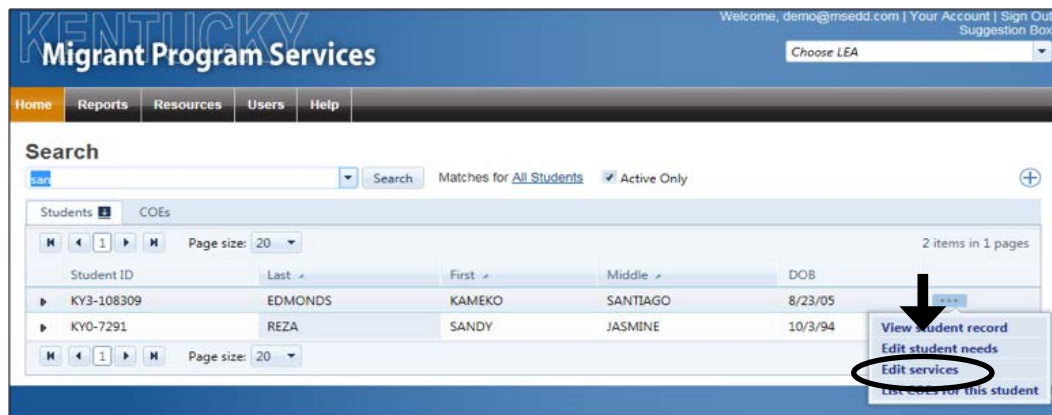
How Do I Add a Service for a Student?

Locate the student that is receiving the service. For assistance: review the section How Do I Search for a Student?

Locate and click the ellipses at the end of the student's name (at arrow).

Click on Edit services.

If a blue bar appears at the top that states: This student has no alterable enrollments in the current school year, you will be unable to add a service for this student because they do not have a current school history line in your district. If you question this, contact the regional clerk or Christina Benassi to further investigate the issue.

Otherwise, the next step is to click on the add service button at the bottom right hand side of the screen (at arrow) as seen on the next page..

The screen, shown below, will appear. At this point you add the service you provided, the start and end date, the funding type, the provider and any comments.

As a reminder, you can only add one service per student at a time.

- **Services** – Remember the ONE time act of providing a hygiene kit or welcome bag will not count towards a service unless you do more than one thing, especially for OSY. The Services list is included in a drop down menu. For assistance: review the section What Services Can I Add?

- **Start and End Date** – This should be the date the service began as well as the date that the service ended. If the service is tutoring, this can be a weekly entry. However, this is the longest timeframe allowable to ensure that records are current.

- **Funding** – This entry is the same as the withdraw form: migrant, other, or both. If noted that services provided to families are from the Capital Appalachian Project (CAP), this should be either other funded or both funding sources. The funding source for CAP cannot be migrant funded only. When the service added is a referral, note migrant funded.

- **Provider** – Note here the person completing the service.
   Note: Only certified providers are allowable towards reading/language arts and math services for the Consolidated State Performance Report (CSPR) for federal reporting. However, if a classified provider delivers a reading lesson, it will be counted towards other services.

- **Comment** – Include a short description of the service that occurred. The only times that a comment is not needed is if the service is for providing school supplies or a PAC meeting. All other services must have a comment. If you record

an OSY mini-lesson, the comment should describe which mini-lesson you provided for the OSY; be specific.

Once complete, click insert (at arrow above) when ready for your service to be added.

What Services Can I Add?

A list of services appears in a drop down menu (at arrow).

Note: Each service that is entered into the web app corresponds with the mass withdraw form. This means that each service has been placed into a category either: reading instruction, math instruction, other instruction, advising services, referred service or other support service.

- Fun Field Trips: Can be entered, but are not included as part of Consolidated State Performance Reporting; please enter Migrant Related Field Trips.
- PAC Meetings: Can be entered, but are not included as part of Consolidated State Performance Reporting; PAC meetings are not a direct service to students.

A list of Supplemental Services and Possible Suggestions for Services begins on the next page.

List of Supplemental Services

Service	Examples:
Reading Instruction	Reading; Language Arts
Math Instruction	Mathematics
Other Instruction	English as a Second Language (ESL); for LEP Children Science Social Studies Computer Skills Preschool Readiness Skills
Advising Services	Support Guidance Social Work; Outreach or Advocacy School Registration Assistance Parent Teacher Contact (Home Visits/Conferences)
Referral Services	Referrals Summer Camps (Non-Migrant)
Other Support Services	Health, Dental and Eye Care Transportation Interpreting College Visits Migrant Educational Field Trips GED OSY Mini-Lessons Book Distribution; Providing Food and/or Clothing School-Based Meetings Providing School Supplies to Students
Credit Accrual	Math Credit Accrual Reading/Language Arts Credit Accrual Science Credit Accrual

Possible Suggestions for Services

These are suggestions of allowable services:

- Support Guidance: An example may be providing support to a student about which college to choose.
- Social Work, Outreach, and Advocacy: An example may be assisting a family as they apply for government assistance; work with community agencies to meet the family's needs, etc.
- Health, Dental, Eye Care: An example may be working with the dentist to get reduced rates for the migrant family.
- Transportation: This would include providing rides to and from school events, doctor appointments, etc.
- Reading/Language Arts: This includes tutoring in the subjects of reading, English, and Writing.
- English for LEP Children (ESL): An example is working with students whose first language (or home language) is not English.
- Math: This includes tutoring in the subjects of math, algebra, etc.
- Science: This would include tutoring in the subject of general science, chemistry, biology, etc.
- Social Studies: This includes tutoring in the subjects of geography, US history, World History, and other Social Studies classes.
- Vocational/Career/Life Skill: This would include OSY life skill lessons such as balancing a checkbook, completing an application, understanding layaway, etc.; this would also include if you assist a high school student or OSY to complete a job application, college application, or scholarship application.
- Interpreting: An example is providing interpreting services for the student or family member at an ARC meeting or other school functions. The student needs to be present for interpreting to count.
- Referrals: This would include times when the student is referred to a particular organization such as 21st century summer program, HEP, etc.
- Math Credit Accrual: This would include when a certified teacher assists a high school student in obtaining credits in mathematics needed for graduation.
- Reading/Language Arts Credit Accrual: This would include when a certified teacher assists a high school student in obtaining credits in English/language arts needed for graduation.
- Science Credit Accrual: This would include when a certified teacher assists a high school student in obtaining credits in science needed for graduation.
- Social Studies Credit Accrual: This would include when a certified teacher assists a high school student in obtaining credits in social studies needed for graduation.
- College Visit: An example is taking a student to visit a college or university.
- Migrant education Field Trips: An example is taking a migrant student on an educational field trip.
- GED: An example is when the advocate assists the OSY or high school dropout as they prepare for the GED.
- OSY Mini-Lesson: This would include any mini-lesson provided to an OSY.
- Book Distribution/ provide food and clothing: This would include giving students books, food or clothing. This would include any basic-type of welfare items provided to the student.
- School Based Meeting: An example is if you attend a school reading event with

the parent and child.

- Fun Field Trip: This would include if the student attends a field trip at school that was not migrant related.
- PAC meeting: This would include if the parents attend a PAC meeting while you assisted with the PAC meeting.
- Parent-Teacher Contact (Home Visits/Conference): This would include assisting the parents in communicating with teachers either through home visits or conferences; this would only be allowable if you actually talked to the teacher and the parent. This does not include attempts for parent-teacher contacts.
- School Registration: This would include completing school registration packets with the families, taking them to the back-to school nights to complete registration packets, etc.
- Summer Camps (Non-Migrant): This would include sending the students to 21st Century summer camps, or other summer camps.
- Providing School Supplies to Students: This would include any supplies provided at the beginning of the year or throughout the year as needed.
- Computer Skills: This would include any services provided by Instructional Access, or if the advocate teaches the student how to use Word®, Excel® etc.
- Preschool Readiness Skills: This would include teaching a preschool-age student to write their name, cutting, gluing, colors, shapes, etc.

How Do I Delete or Edit a Service?

In the event that you want to change or update any of the services entered, a red pencil is provided for you to edit the service as well as a red X to delete the service (at arrow).

To edit a service, click edit above the red pencil (at arrow). The following screen will appear so that changes can be made.

To delete the service, click delete above the red X (at arrow). Prior to completely deleting the service, you will be asked if this is your intention. This is shown in the message below at the arrow. If it is your intention to delete the service, chick OK.

What Is a "List"?

A list is a way that you can organize students into various groups. When you assign students into various groups, it makes it easier to enter the same service to multiple students at the same time. You can create lists for families, farms, schools, age groups, etc. The lists are individual based upon user.

How Do I Add a Student to a New List?

Once you have searched for the student you are looking for you will now see a link that says, "Add to new list" see circle.

If you click on that link then you have just added this student to the "new list." If you click on the lists tab (star), you will see the lists and students in each list.

If you click the pencil next to the new list (rectangle) you can change the name of the list.

Once you have entered the name of the list, click update (circle) to save the name.

You can also choose the red x (square) to delete the list. This will delete everyone that is associated with this list as well. If you want to remove a person from the list you can click the red x (star) next to the person's name.

How Do I Add Another Student to My List?

Search for the student you are looking for to add to your newly created list. You would click on the ellipses (rectangle) on the right side and the box appears.

If you click on the new list, "McCalister Family" the screen will change and you click on "add to McCalister Family" if you want to add that student. Nothing will happen to your screen once you click "add to McCalister Family."
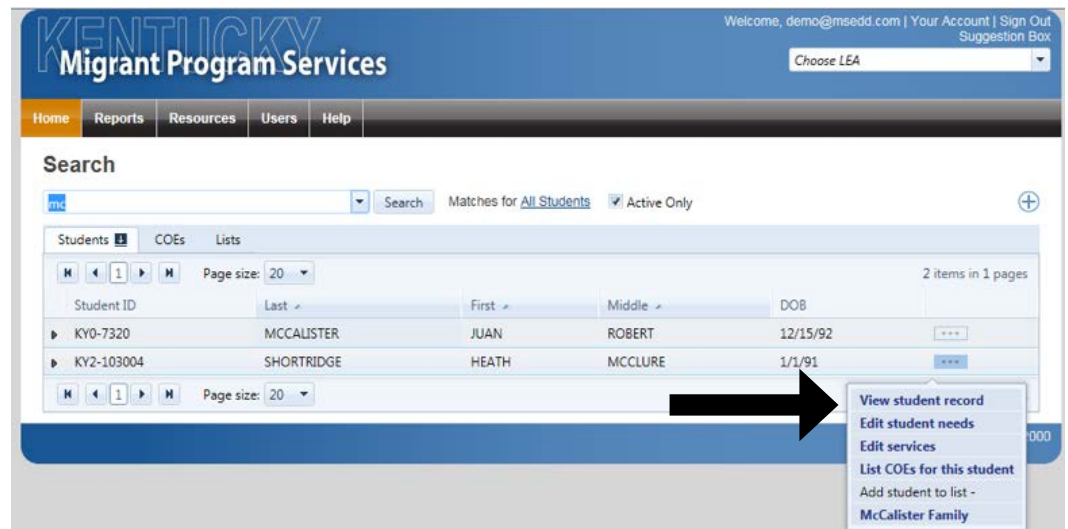
However, when you go to the list tab (rectangle), you will see the new student that you added (arrow).
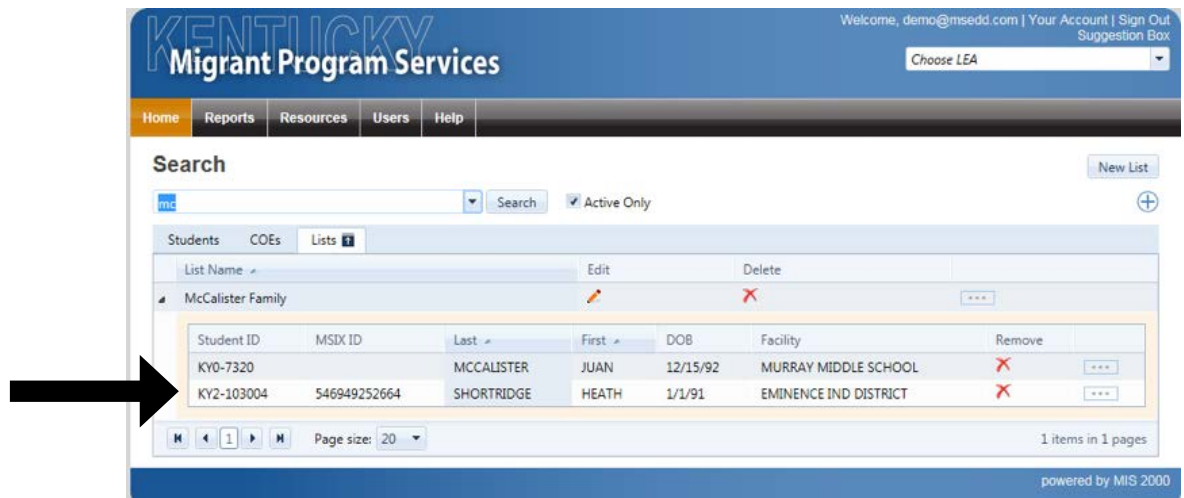
How Do I Add Services to Multiple Students Within My List?

If you go to the list tab, (rectangle) and click on the ellipses (circle) at the end of the "MCCalister Family" list, the drop down box, "edit services" will appear.

Once you click the link, your screen will have a list of students in your list at the top of the page and then the service entry is the same as a single student at the bottom of the screen. The arrow shows you some check boxes. If these boxes are checked, everyone in the list will receive the same service, however, if you un-check a box, that student will not receive the services for the list. This would be great if one of the OSYs didn't make the mini-lesson that day, or a student was absent during tutoring, etc. Don't forget after you complete your service entry to hit "Save changes" (circle) at the top of the screen.

How Do I Create an Additional List?

If you go to the lists tab (rectangle) you will see at the top right hand corner a "new list" button (star).
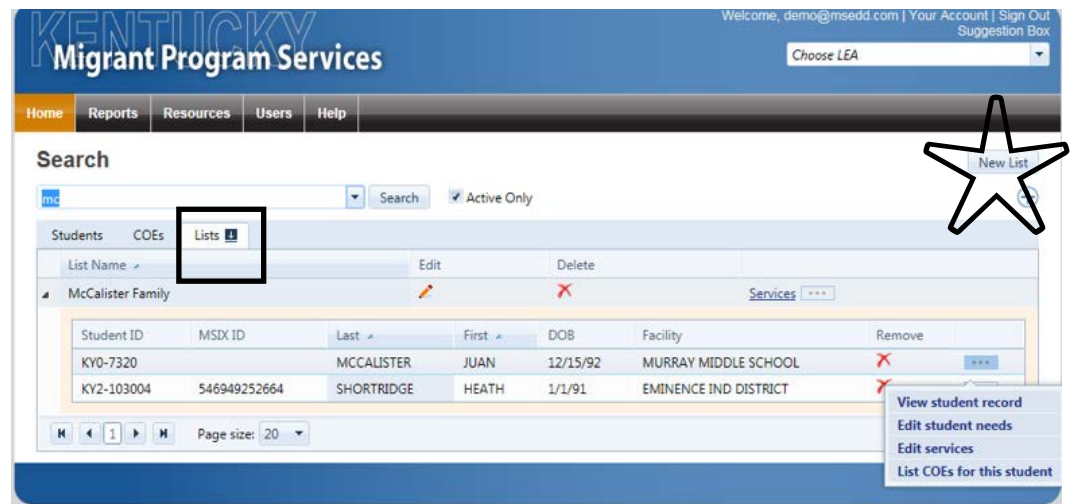
Once you click on that button you can now create a new list. Remember to click on the pencil if you want to edit the name of the list (rectangle). You can create as many lists as you want. You may want to group students by age group or by farm depending upon how you provide services.
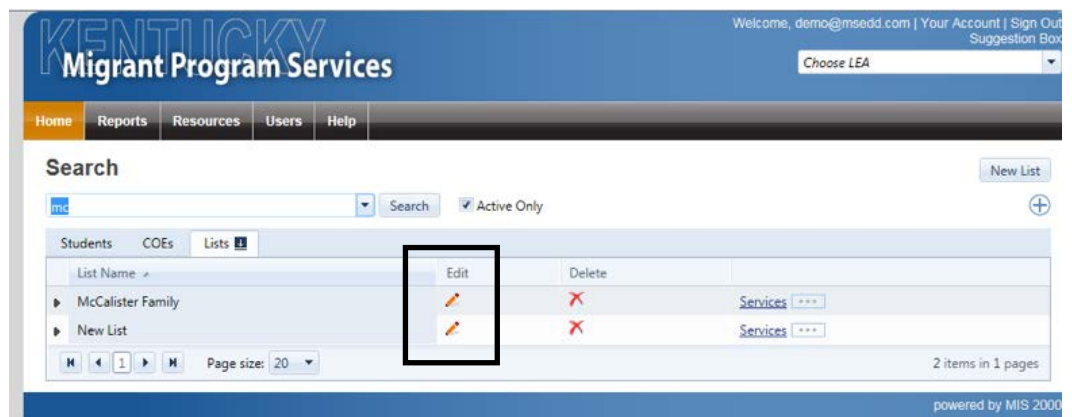
How Do I Add the Same Student to Multiple Lists?

When you search for the student, you can add that student to as many lists as you want. This student is also a middle school student and part of the McCalister Family. Try to design your groups in a way that makes adding services easier.

What is the "Dead Period?"

During the pilot run of the web app in 2014, it was learned that a dead period exists when entering services. This means, when you withdraw a student at the end of summer (e.g., 07-25-XX) but school doesn't start until August (e.g., 08-10-XX), you have a two week period where you cannot enter services due to no school history line attached to that enrollment period. One solution to this issue is to note the service in the comments section with the accurate date as noted in the example below.

Program Services	Start	End	Provider	Funding	Comment
PARENT TEACHER CONTACT (HOME VISITS	08/07/14	08/07/14	SHERRY STEPHENS		8-1-14 - Home visit - Gave school supplies and discussed plans for school. Took Adolfo to job shadow.
PROVIDING SCHOOL SUPPLIES TO STUDENT	08/07/14	08/07/14	SHERRY STEPHENS	M	8-1-14 - Provided back packs and school supplies to Adolfo, Diana and Eli.

How Do I View Student Records?

Locate the student that is receiving the service. For assistance: review the section How Do I Search for a Student?

Locate and click the ellipses at the end of the student's name (at arrow).

Click on Review student record.

The student record comes up as a PDF that you can either save or print. It will include, family history, enrollments and services and dates. An example is on the next page.

How Do I Edit Student Needs?

Locate the student that is receiving the service. For assistance: review the section How Do I Search for a Student?

Locate and click the ellipses at the end of the student's name (at arrow).

Click on Edit student needs as shown on the next page.

Complete this edit like you would the paper version of the Needs Assessment. The arrow shows the date that the needs assessment was last updated.

How Does a Student Become Priority for Service?

Once the needs assessment is complete (or updated, as needed), a star may appear at the top of the page next to the student's name. If it appears, the student has been designated a Priority for Service (at circle).

Once a month, KYMEP sends out a list of PFS students in the district. Each time you check a box on the needs assessment, you should upload supporting documentation (at arrow). Once documentation is complete, the student will be designated PFS for the school year.

How Do I Upload Supporting Documentation?

Click on the Select button on the Edit student needs page (i.e., Needs Assessment). This will take you to your documents. For assistance: review the section How Do I Edit Student Needs?
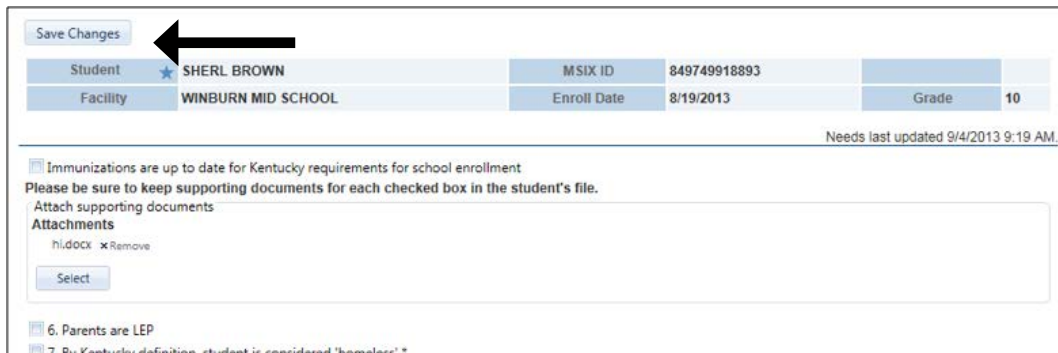

From your files, locate the supporting documents to upload. Pick the appropriate document to upload, one at a time. Double click on the document; it will automatically upload into the needs assessment.
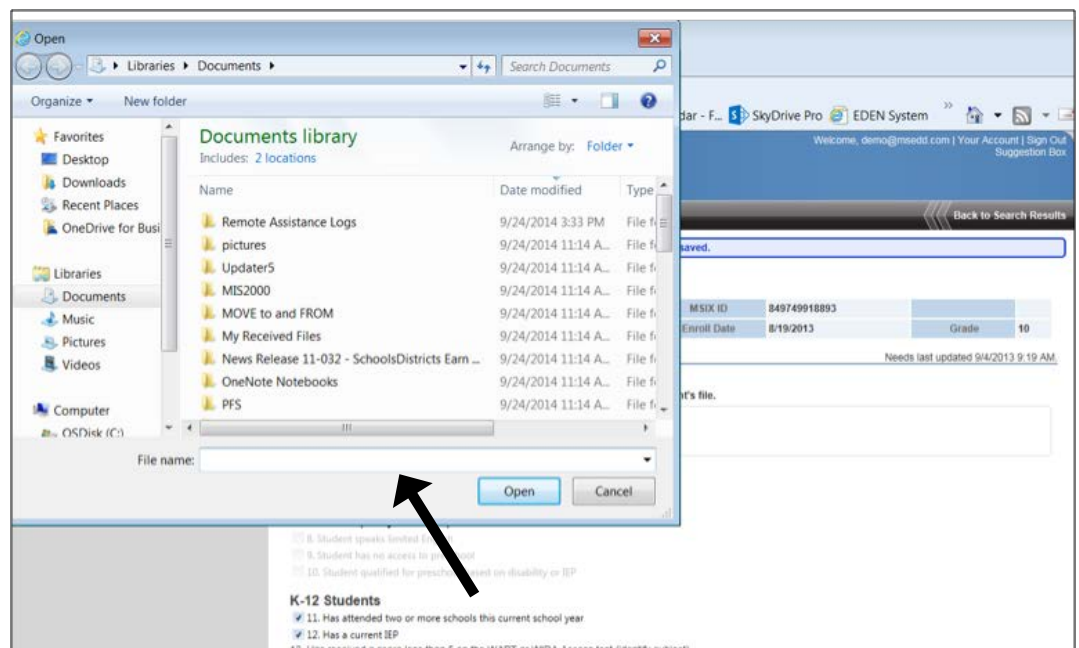
At this point, you still have the opportunity to remove the document. However, once you close out of the needs assessment page and save changes, you will not be able to delete any files.
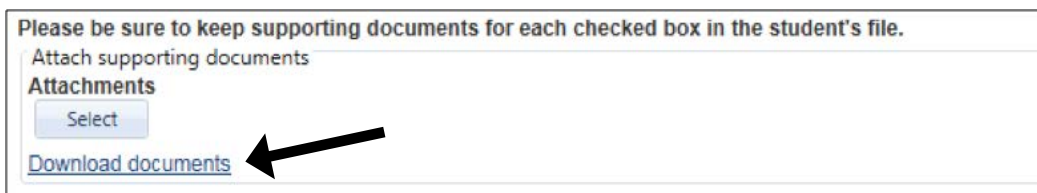
Once you save changes, you will have the Download documents link (as show at arrow on next page). The recipient will need to download the documents to view them. Note: once the Download documents link appears, attachments cannot be deleted.
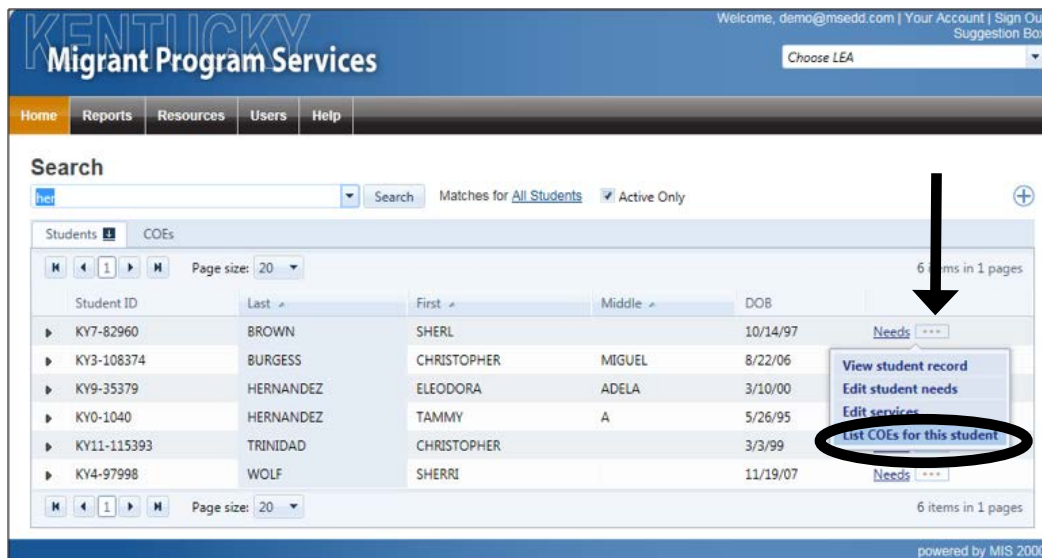

How Do I Get a List of COEs for the Students?

Locate the student that is receiving the service. For assistance: review the section How Do I Search for a Student?

Locate and click the ellipses at the end of the student's name (at arrow).

Click on List COEs for this student.

The link will take you to a list of COEs for that student.

Once you click View COE the COE will appear (as shown on next page at arrow).

Note: currently, signatures do not appear on the web app.

How Can I Get Help?

The Help tab is available for questions related to the web app. If after contacting the regional office assistance is still needed, use the Help tab or contact Christina Benassi.